# Applying Through Grants.gov Workspace

## Introduction

To apply for a Federal Emergency Management Agency preparedness or mitigation grant, you must begin the application process on Grants.gov. Once the initial application for Federal Assistance (SF-424) is complete in Grants.gov, the application will be automatically migrated for initial review in the Non-Disaster Grants Management System (ND Grants). Once the initial review is complete, the application will be released and can then be completed in ND Grants.

## NOTE:

- If you complete the SF-424 in Grants.gov, you will be the Authorized Official for the application—**only** the Authorized Official can submit an application in ND Grants

## Prerequisites

To apply for a non-disaster grant:

- Your organization must have an Employer Identification Number (EIN) and a Data Universal Numbering System (DUNS) number
- You must have an account with Grants.gov

## Step 1

Open the Applicants dropdown and click the **Apply for Grants** link

**Figure 1. Click the Apply for Grants link under the Applicants dropdown**
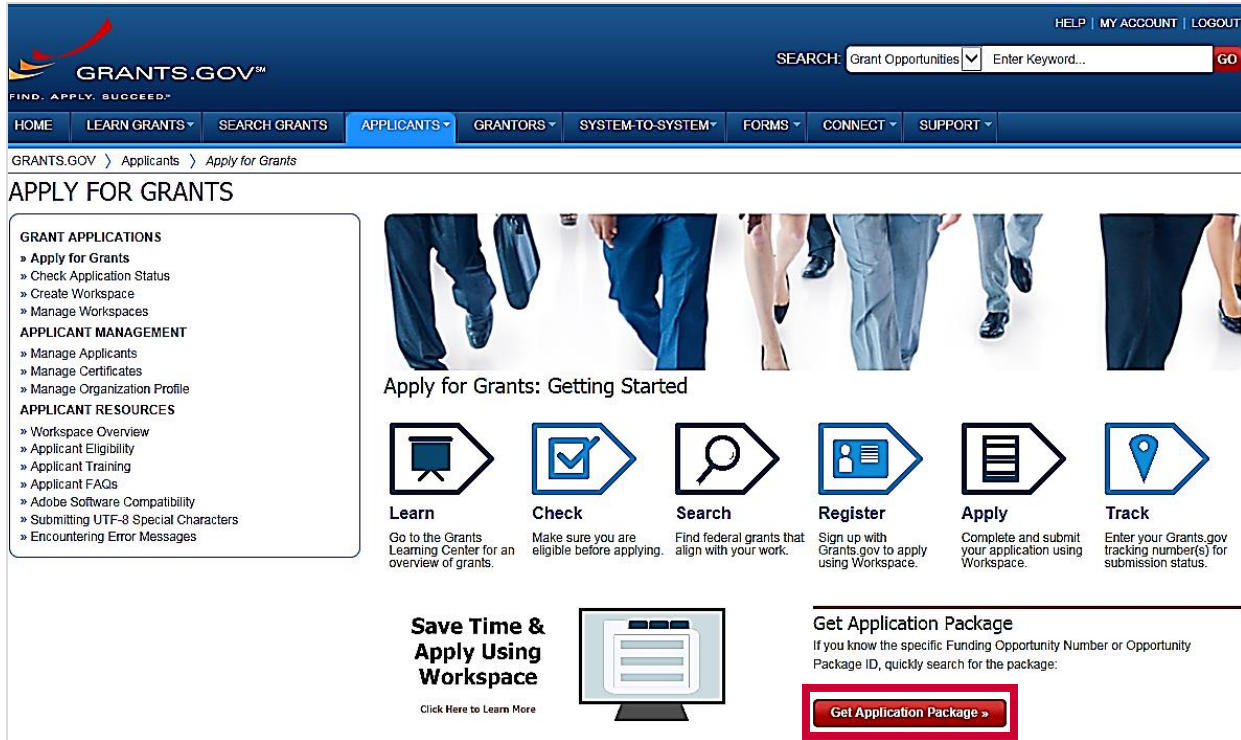
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## Step 2

Click the **Get Application Package** button to open the *Get Application Package Now* page
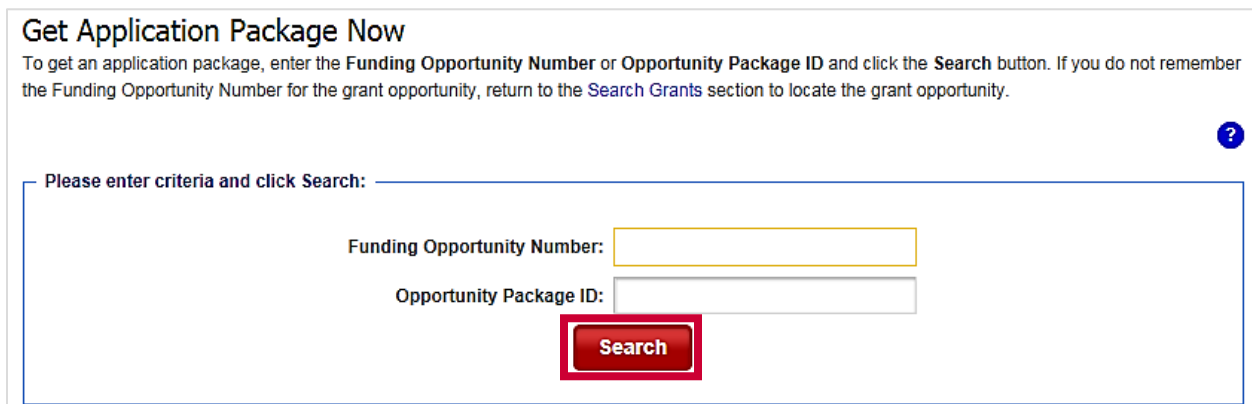
**Figure 2. Click the Get Application Package button**



## Step 3

To view different funding opportunities, enter the Funding Opportunity number or the Opportunity Package ID into the text boxes and click the **Search** button

**Figure 3. Enter the Funding Opportunity Number or Opportunity Package ID and click the Search button**

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## Step 4

Identify the funding opportunity and click the **Apply** button in the Actions column

**Figure 4. Click the Apply button in the Actions column**



## Step 5

Click the **Create Workspace** button

**Figure 5. Click the Create Workspace button**

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## Step 6

Select the **New Workspace** radio button and enter the application name in the Application Filing Name text box. Then click the **Create Workspace** button

**Figure 6. Complete all fields on the Create Workspace popup and click the Create Workspace button**



## Step 7

Click the **Download Instructions** button to access the instructions necessary for completing and submitting an application

**Figure 7. Click the Download Instructions button**

## Step 8

To begin the application, click the **Webform** link in the Actions column

**Figure 8. Click the Webform link to being the application**



## Step 9

Complete the application using the Grants.gov instructions as a guide

## Step 10

To submit the application, click the **Sign and Submit** button. Then enter your Grants.gov password

**Figure 9. Click the Sign and Submit button**



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## Step 11

When the application is submitted, the *Confirmation* page will appear. Note the Grants.gov Tracking Number, and use the tracking number to verify the application is downloaded into the ND Grants system

**Figure 10. Note the Grants.gov Tracking Number on the *Confirmation* page**



## <span style="color:red">NOTE:</span>

- The *Confirmation* page that the application has been submitted. It does not confirm that the application has been accepted

## Step 12

To verify that the Grants.gov application was downloaded into ND Grants, select the **Check Application Status** link on the main Grants.gov screen

**Figure 11. Click the Check Application Status link**

## Step 13

Enter the tracking number in the Grant Tracking Number field and click the **Search** button

**Figure 12. Enter the tracking number into the Grant Tracking Number field**



## NOTE:

- Once the application is downloaded to ND Grants, the Status column will read Agency Tracking Number Assigned

## Questions?

For additional assistance using the ND Grants, please contact the ND Grants Service Desk at 1-800-865-4076 or NDGrants@fema.dhs.gov. For programmatic or grants management questions, please contact your Program Analyst or Grants Specialist.

## ND GRANTS Service Desk

Monday – Friday **|** 9:00 a.m. – 6:00 p.m. EDT **|** 1-800-865-4076 **|** NDGrants@fema.dhs.gov

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